

RECORDS CONTROL SCHEDULE

OFFICE, DIVISION, BRANCH

Office of Communications..Engineering Staff

TITLE
Chief, OC-RMSDATE
23 March 1966

ITEM NO.	FILE IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
			APPROVED <i>[Signature]</i> <i>8 April 1966</i> Chief, Records Administration, Date Staff, DDS
			Amendment 1, dated 23 March 1966

GROUP 1
Excluded from automatic
downgrading and
declassification

ITEM NO.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190018-4	DISPOSITION INSTRUCTIONS
RESEARCH AND DEVELOPMENT FILES - con't		
c. <u>Technical Committee and Board Files:</u> These files consist of:		
(1) Agenda, directives, minutes of meetings, and reports covering general operations of the committee or board.	2.0	Temporary. Retain 2 years, then destroy.
(2) Papers relating to the establishment, revision, or termination of individual projects and contracts.	4.0	Temporary. Destroy after 25 years. Retain 3 years, then transfer to the Records Center.
(3) Correspondence files pertaining to the committees and boards.	2.0	Temporary. Destroy after 15 years. Close file every 3 years, then transfer to the Records Center.
(4) Meetings with foreign representatives on communications equipment.	1.0	Temporary. Destroy after 10 years. Retain 2 years, then transfer to the Records Center.
d. <u>Special Equipment Studies Files:</u> These files contain correspondence and studies on communications equipment, contracts, projects, systems designs, etc. (1955 - present)	4.0	Temporary. Retain on a current basis; destroy when outdated or no longer needed for reference.
e. <u>External Contract Files:</u> These files consist of individual procurement translations, i.e., documents relating to the negotiations, commitments, placements and administration of the contracts, purchase orders, comparable instruments, proposed contracts, correspondence and receipts to and from commercial firms and Office of Logistics, basic contracts, amendments, task orders, payments, audit of accounts, specifications, modifications, technical publications, conference reports	36.0	Temporary. Destroy after 25 years. Retain 2 years after completed, terminated, or cancelled, then transfer to the Records Center.

ITEM NO.	FILE IDENTIFICATION	CLASS	DISPOSITION INSTRUCTIONS
	<p>RESEARCH AND DEVELOPMENT FILES - con't</p> <p>trip reports, work orders, contract monthly reports, Analysis and Appraisal Reports, OC-E Equipment Notices, etc., on the equipment status and development. (1956 - present)</p> <p>(1) Special Communications Satellite Projects. (1963 - present)</p> <p>f. Source Data Files: These files contain material collected and assembled on data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature, and used for reference in arriving at determinations in the conduct of research contracts.</p> <p>g. Reference Files: These files consist of technical and scientific data accumulated in conducting the research and development of assigned projects.</p> <p>(1) Project Notebooks: Notebooks containing data accumulated by technical personnel either to be duplicated in technical reports or elsewhere in case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the contract file.</p> <p>h. OC Equipment Manuals: These files contain manuals created by the Staff for OC equipment. (1951 - present)</p>	<p>9.0</p> <p>60.0</p> <p>15.0</p> <p>4.0</p> <p>6.0</p> <p>-21-</p>	<p>Temporary. Destroy after 25 years. Retain 5 years, then transfer to the Records Center.</p> <p>Temporary. Destroy when determined that the files have served all research purposes.</p> <p>Temporary. Destroy when no longer needed for research or reference purposes.</p> <p>Temporary. Destroy 6 months after cancellation, completion, or termination of the related contract.</p> <p>Temporary. Retain on a current basis; forward 1 copy to the R&D Lab as created for inclusion in the Library.</p>

ITEM NO.	FILE	VOLUME	DISPOSITION INSTRUCTIONS
117	RESEARCH AND DEVELOPMENT LABORATORY FILES		
	<p>These files are maintained under a numeric system by subject and consist of reports, cables, dispatches, and correspondence reflecting the activities of the Research and Development Laboratory.</p>		
	<p>a. <u>Analysis and Appraisal Report Files:</u> These reports are filed by number and cross referenced by project number. The reports relate to the research and development, testing, and evaluation of agency, commercial, and foreign items (and in some cases production items) to make sure that design, technical characteristics, and requirements are met and to provide information for corrective action. Included are research, environmental, engineering service, and other test directives, plans, preliminary, final Analysis and Appraisal Reports; related correspondence; and comparable test data. (1951 - present)</p>	47.0	<p>Temporary. Destroy after 25 years. Cut-off at end of 5 years; then transfer to the Records Center.</p>
	<p>b. <u>Internal Design Project Files:</u> These files contain/reflect a complete history of each project from initiation through research, development, design, testing, procurement, and production. They include correspondence, notes, manuals, schematics, drawings, authorization, requirements, requisitions; test and trial results; specifications; and photographs considered to be essential to document design, modifications, and engineering development; technical and progress reports; notice of cancellation and/or completion; research, applied research, and development projects, tasks, and subtasks. All or any segments may be filed together or separate when economical or desirable for efficiency. (1951 - present)</p>	44.0	<p>Temporary. Destroy after 25 years. Cut-off at end of 5 years; then transfer to the Records Center.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	RESEARCH AND DEVELOPMENT LABORATORY FILES con't		
	c. <u>Laboratory Notebooks</u> : These notebooks are used to record and preserve engineering and scientific data and to provide legal evidence of the date of conception of invention. They contain data essential in establishing patent rights. All laboratory notebooks are identified by the author's name and contain the reports, development progress, and the projects, tasks, or subtasks to which they pertain. (1951 - present)	23.0	Temporary. Destroy after 25 years. Cut-off at end of 5 years; then transfer to the Records Center.
	d. <u>R&D Technical Reference Files</u> : These files consist of R&D technical reports, investigated findings, and scientific publications maintained as a source of ready reference for R&D personnel. (1950 - present)	12.0	Temporary. Destroy 10 years after receipt in the Records Center. Review every 2 years; destroy non-record material needed for current operations, then transfer inactive material to the Records Center.
	e. <u>Drawing Files</u> : These files consist of correspondence, requirements, schematics, specifications, design layouts, and equipment drawings for OC peculiar equipment. (1951 - present)	51.0	Temporary. Retain on a current basis; destroy when outdated or no longer needed for reference.
	f. <u>Project Control Files</u> : These files consist of cards, logs, and indices filed by project. (1951 - present)		
	(1) <u>Project Cards</u> - indexed to active and inactive project files. (1951 - present)	0.5	Temporary. Destroy when no longer needed for reference.
	(2) <u>Project Initiation Assignment Sheets</u> - (1951 - present)	0.5	Temporary. Destroy when no longer needed for reference.
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	RESEARCH AND DEVELOPMENT LABORATORY FILES - con't		
	(3) Project Completion Sheets - consisting of production costs and estimate value of completed projects. (1963 - present)	0.2	Temporary. Retain 10 years, then destroy.
	(4) Project Cost Cards - contain hours spent on each project for equipment production cost per unit. (1964 - present)	1.0	Temporary. Retain until information is transferred to production completion sheets, then destroy.
	(5) Research and Development Work Schedules - consist of development, fabrication, and design work schedules for projects completed by the Laboratory	0.2	Temporary. Retain 3 years, then destroy.
	g. OC-E Research and Development Manuals: (1953 - 1963)	3.0	Temporary. Destroy after 25 years. Retain 5 years, then transfer to the Records Center.
	h. Research and Reference Files: These files consist of agency and commercial catalogs, brochures, equipment manuals, technical manuals, or communications equipment. (1955 - present)	325.0	Temporary. Destroy when no longer needed for reference.
		0.5	Temporary. Destroy after 10 years. Retain 3 years, then transfer to the Records Center.